

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Under general direction, performs a variety of the most difficult and complex technical accounting and statistical record keeping work in connection with the development, maintenance and processing of Court fiscal and statistical records, provides lead direction, training and work coordination for other fiscal support staff; performs other related duties.

DISTINGUISHING CHARACTERISTICS

This is a single positions class performing the most difficult, complex and specialized technical accounting functions requiring the application of basic accounting principles and procedures. The emphasis of this class is in the performance of difficult and responsible technical accounting work and functioning as a lead for other fiscal support staff rather than line supervision.

ESSENTIAL FUNCTIONS

1. Performs a wide scope of the most complex and specialized technical financial and statistical record keeping work.
2. Maintains journals, general ledgers and subsidiary ledgers.
3. Maintains and updates accounts receivable controls and accounts.
4. Classifies and posts expenditures to budgetary accounts.
5. Analyzes revenue and expenditures, preparing periodic statements.
6. Prepares and maintains trial balances, recapitulations and balance sheets.
7. Maintains and updates complex financial and statistical reports.
8. Maintains records and accounts for revenues received.
9. Receives and classifies accounting data.
10. Identifies and resolves a variety of complex account and statistical record keeping problems.

11. Completes approved budget transfers to cover account shortages.
12. Provides lead direction, work coordination and training for assigned account clerk staff processing accounts payables and receivables.
13. Monitors federal grants and reimbursable state programs; prepares reimbursement claims and billing statements; verifies costs.
14. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Two years of financial and accounting experience equivalent to that of an Accounting Technician with San Bernardino Superior court or any combination of training and/or experience that could likely provide the desired knowledge and abilities. College level accounting experience can substitute for a maximum of two years of experience.

Knowledge of

Practices and procedures of accounting, financial and statistical record keeping; Court accounting procedures; laws and regulations effecting Court accounting operations; financial and word processing and spreadsheet software; accounting and legal terminology; principles of team leadership, training and work coordination.

Ability to

Perform a variety of the most complex and technical specialized financial and statistical record keeping work; use database and spreadsheet programs; interpret and apply legal and administrative concepts to accounting functions; analyze financial and accounting problems and provide solutions; provide lead direction, training and work coordination for other staff; prepare financial and statistical reports; establish and maintain working relationships with Court and County staff, government agencies, and public; prepare written presentations; operate personal computers.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 12/04